



### The Virginia Shop Volunteer Program

#### **Primary Position Description:**

Volunteer Sales Associate

*Library of Virginia and State Capitol*

This volunteer position is excellent for someone who is interested in retail, marketing, government studies, or promotion of Virginia authors and artists! The position will frequently be at our shop location in the Virginia State Capitol where the volunteer would be interacting with the public and many state government officials.

For those who are interested in helping out with shop events, such as book talks, assisting the operations of the library shop, building their resume with experience in areas such as social media and retail displays, and other creative pursuits, are encouraged to apply. We are unable to provide hours for court-mandated community service at this time.

#### **Duties**

- Welcomes and offers assistance to all visitors
- Complete accurate and efficient transactions for purchases
- Provides excellent customer service
- Assist with restock and display of merchandise
- Other potential duties as assigned

#### **Qualifications**

- Genuine and professional attitude with outstanding communication skills
- Receptive and accepting of diverse clientele
- Must be able to complete the duties listed above
- Reliable and consistent

#### **Shift Information & Further Requirements**

Shifts are currently Tuesday through Friday in under four hour increments from 9:45 am-1:00 pm and 1:00 pm to 4:15 pm.

All volunteers are asked to be available for a minimum of one shift a week.

All volunteers must complete new volunteer orientation as well as department specific training.

All volunteers will complete a background check with the Department of General Services prior to volunteering.